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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Administrative Services

DATE: 10 October 1951

FROM : Chief, Transportation Division

SUBJECT: Monthly Report of Transportation Activities - September 1951

The following report of activities of the Transportation Division during the month of September is submitted pursuant to your request.

## 1. Truck Operations:

The following truck operations were performed during the

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178 local hauls in and around Washington

cc 11-14-51

## 2. Que Building Motor Pool Operations:

691 total trips made  
 36.3 average number of trips per day  
 9300 total miles operated  
 489.4 average miles per day  
 4.4 average number of cars in pool per day  
 13.4 average miles per trip  
 50.0 average time per trip

Comparison of total trips, total miles operated and average miles operated per day for the past three months:

	<u>Total Miles</u>	<u>Total Trips</u>	<u>Average Miles Per Day</u>
July	12,422	1097	591.5
August	13,778	1122	599.0
September	9,300	691	489.4

During the month the shuttle service between CIA buildings and the Pentagon carried a total of 21,534 passengers, an average of 1133.3 per day.

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3. Following is a report of the activities of the  Garage:

During the month five (5) vehicles were completely checked, tuned, etc., on the "Rotation" plan.

Repair Jobs		- 37
*Labor	- \$835.50	
Parts	- \$396.04	
Repair Jobs Performed Outside		- 5
Labor	- \$ 93.05	
Parts	- \$ 47.49	
Maintenance Work		- 67
*Labor	- \$588.75	
Parts	- \$ 47.49	

\*Work performed by Mechanics

Maintenance Work (performed by Mechanic's Helpers)	
Cars Washed	- 188
Cars Lubricated	- 98
Other Service Jobs	- 103

The total value of labor performed by the mechanics in the garage during the month was \$1394.25, compared with their salaries of \$1021.00, indicating a saving of \$373.25. The value of labor performed by the Mechanic's Helpers was \$887.80, compared with salaries of \$816.64, indicating a saving of \$71.16, an overall saving of \$444.41 for the month.

25X1A During the month the Transportation Division hauled 2,073 cases, total weight, 294,678 pounds, to the various ports and air terminals for export shipment.

4. Fifty-two (52) passenger cars operated 47,618 miles; thirty-three (33) trucks operated 35,459 miles; while six (6) buses operated 10,378 miles, a grand total of 93,455 miles. STATINTL

5. Volume of work and flow of personnel through the  of the Transportation Division was as follows:

Rail Reservations  
Airline Reservations  
Steamship Reservations  
Hotel Reservations

Fare Quotations  
Persons Processed Overseas  
Domestic Travelers  
Transportation Requests

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